

AR 600-20, Chapter 8, Appendix H
Army Sexual Assault Prevention and Response Program
Commander's Sexual Assault Victim Assistance Checklist

Note: These actions are to be taken in the event of receiving a report of sexual assault.
Not necessarily all actions will be taken by the commander.

1. ____ Ensure the physical safety of the victim – determine if the alleged assailant is still nearby and if the victim needs protection.
2. ____ Advise the victim of the need to preserve evidence (e.g., by not bathing, showering, washing garments).
3. ____ Encourage the victim to report the incident and get a medical examination immediately (even if the incident occurred prior to the past 72 hours).
4. ____ Make appropriate administrative and logistical coordination for movement of victim to receive care. (Involve the minimum number of personnel possible and only on a need-to-know basis). *[In Theater]*
5. ____ Ask if the victim needs a support person (e.g., a personal friend, Victim Advocate, Chaplain, or other professional) to immediately join the victim.
6. ____ Notify the Sexual Assault Response Coordinator (SARC).
7. ____ Notify the Chaplain if the victim requests pastoral counseling or assistance.
8. ____ Notify the Criminal Investigation Command, Military Police, Installation Provost Marshal (per AR 195-1, paragraph 6), and Commanders in the chain of command (as appropriate) within 24 hours (as soon as the victim's safety is established and victim's medical treatment procedures are in motion) and:
 - Limit the details regarding the incident to only those personnel who have a legitimate need to know
 - Take action to safeguard the victim from any formal or informal investigative interviews or inquiries, except by those personnel who may have a "need to know", including but not limited to, the Criminal Investigation Command investigator(s) and the trial counsel
 - Collect only the necessary information (e.g. victim's identity, location and time of the incident, name and/or description of offender(s)). Do not ask detailed questions and/or pressure the victim for responses.
9. ____ Ensure the victim is made aware of, and encouraged to exercise their options during each phase of the medical, investigative, and legal processes.
10. ____ Ensure the CID notifies victims and witnesses of their rights through a completed Victims and Witnesses of Crime form, DD Form 2701. (Reference AR 27-10).
11. ____ Inform the victim of the resources in theater that are available to them through the Victim and Witness Assistance Program (VWAP) (AR 27-10). Also, inform the victim of resources that are accessible from the Area of Operation, (i.e. Military One Source (International: 1-800-464-8107 or International collect: 484-530-5889, 24-hours-a-day, 7-day-a-week); DoD Deployment Health Support Hotline (1-800-497-6267 from

0900-2100 hours, Monday through Friday).

12. ____ Provide emotional support to the victim, including:
 - Throughout the investigation, consult with the victim and, to the extent practicable, accommodate the victim's wishes, as long as a full and complete investigation is not compromised.
 - Listen/engage in quiet support of the victim, as needed. Be available in the weeks and months following the sexual assault, and ensure the victim that she/he can rely on the commander's support.
 - Emphasize to the victim the availability of additional avenues of support; refer to available counseling groups and other victim services.
13. ____ Confer with the commander's legal representative and/or servicing SJA office to consider legal options, responsibilities (e.g., pretrial restraint, military protective order), and appropriate disposition of the alleged offense. If the subject is a Foreign National or from a Coalition Force, confer with SJA on responsibilities, options, and victims rights. *[In Theater]*
14. ____ Determine the best courses of action for separating the victim and the subject during the investigation.
 - Determine whether the victim desires to be transferred to another unit.
 - Determine if the suspect needs/desires to be transferred to another unit.
 - Consider whether a Military Protection Order (MPO) (DD Form 2873), referred to as "no contact order," is appropriate.
 - Coordinate with sexual assault resources and chain of command (involve as few people as possible and only on a need to know basis, protecting the victim's privacy) to determine if the victim's condition warrants redeployment or reassignment until there is a final legal disposition of the sexual assault case and/or the victim is no longer in danger. To the extent practicable, preferential consideration related to the reassignment should be based on the victim's desires.
15. ____ Flag (suspend favorable personnel actions) any Soldier under charges, restraint, or investigation for sexual assault in accordance with AR 600-8-2 (Suspension of Favorable Actions), and suspend the Soldier's security clearance in accordance with AR 380-67 (The Department of the Army Personnel Security Program).
16. ____ Avoid automatic suspension or revocation of a security and/or personnel reliability program clearance, when possible, as the victim can be treated for their related trauma. Consider the negative impact that suspension of a victim's security clearance has on both the victim's sensitivity and the service climate for reporting. Commanders should consider making this decision in consultation with a credentialed behavioral health professional.
17. ____ Determine how to best dispose of the victim's collateral misconduct. Absent overriding considerations, commanders should consider exercising their authority in appropriate cases to defer disciplinary actions for the victim's misconduct until after the final disposition of the sexual assault case.
18. ____ Update the battalion or higher-level commander on the status of the victim and subject(s) within 14 calendar days and on a monthly basis thereafter, until the case is officially closed. If the victim or subject is transferred or redeployed prior to the case closing, coordinate with investigative and SJA personnel before ceasing monthly

updates on parties involved.

19. ____ Update the victim on a monthly basis on the sexual assault investigation until its final disposition. Furthermore, initiate follow-up with the victim within 45 days after disposition of the case.
20. ____ Consult with the servicing legal office, criminal investigative organization, and notify the assigned victim advocate prior to taking any administrative action affecting the victim.
21. ____ Ensure unit personnel are abreast of risk factors associated with sexual assault, especially those risk factors unique to the deployed environment.